

Chapter 3 New Hire Actions



Background Information

This chapter and the following one describe the steps required to perform various personnel actions for internal NAF employees within the SAP Human Resources system. We will start with a New Hire action and describe in detail the procedures necessary to input one specific individual's relevant data.

We will input data into the basic personnel data section, the appropriate data to be transported to the ADP payroll processor and data necessary for the KRONOS automated Time and Attendance collection program. In addition, through this single "point of entry", all pertinent information regarding taxes, benefits, DOD/MWR mandated demographic information, Internal Revenue data, emergency contacts, etc. will be entered into the Human Resources module. We are trying, through the implementation of this Personnel/Payroll Human Resources system, to eliminate the constant duplication of data that is rampant in a "paper based" system.

Of course, all the necessary recruitment and approval steps should be taken prior to the actual entering of the data. A paper SF52 will be part of the Official Personnel Folder and Vacancy Recruitment File, and should be serving as the information source for much of the electronic data to be entered. It is very important that the SF52 identifies the position number of the job that the new employee is being assigned to. The validity of the position number/job number should be confirmed earlier in the process and if a new position must be established, the personnel list authorized to establish new positions, should do so. It is also highly recommended that a locally developed data sheet should be given to the new employee to fill out so that the necessary personal information is readily available for the data input procedure.

The aim in the Human Resources component is to be able to process employee related data according to the MWR/VQ business requirements in an effective structure and in a timely manner.

The Human Resources module uses a system of data types called **infotypes**.

Data is grouped according to content. Each infotype has been set up to collect and store particular data. For example, Infotype 0040, Objects on Loan tracks the information regarding company equipment that is in the possession of an employee. Infotype 0009, Bank Details stores the information necessary to process the direct deposit of an employee's paycheck.

The infotypes appear as an entry screen for the user, through which you can maintain infotype records. Infotypes can be processed individually or in fast entry mode.



Display Master Data

When it becomes necessary to only look at the Master Data rather than make changes to it, use the procedure as explained below.



Note: No changes can be made to the data in this mode using this transaction code and menu path. **This procedure is for display purposes only.**

Menu Path: **HUMAN RESOURCES > PERSONNEL MANAGEMENT > ADMINISTRATION > HR MASTER DATA > DISPLAY MASTER DATA**

Transaction Code: **PA20**

The screenshot shows the SAP 'Display HR Master Data' (PA20) transaction. The title bar reads 'Display HR Master Data'. The menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main data area displays the following information:


Personnel no.	624	
Name	Andrew Anderson	
EE group	5 NF	Pers.area 1287 Northwest Region MWR
EE subgroup	FT Reg Full Time	Cost center 428 CONCOURSE FC O...

Below the data area are tabs for 'Personal Data', 'Addtl. Personal Data', 'Benefit Information', and 'Taxes'. The 'Personal Data' tab is active. It contains a list of data categories on the left, each with a checkbox and a green checkmark indicating it is displayed:

- Actions
- Personal Data
- Organizational Assignment
- Addresses
- Basic Pay
- Family/Related Person
- Residence Status
- Additional Personal Data
- Education
- DOD / MWR Specific Data

On the right, the 'Period' section is visible, showing a radio button for 'Period' and a date range selector (Fr. To). Below this is a 'Direct selection' section with fields for 'Infotype' and 'STy'.



You must first search through the Employee database to find the employee whose records you wish to look at. At this point, we can enter the employee number directly, if known or use the dropdown arrow to search for the correct employee.

In our example, we have directly entered the number “624” and hit the enter key  to verify that the employee is the one we are looking for, Mr. Anderson who works out of the NW Region in Bangor.

We now must decide what data pertaining to Mr. Anderson do we want access to. As you know from going through the New Hire process, all the pertinent data is entered into a series of infotypes that are numbered and are labeled with a text title.

We have decided that we would like to inspect, not change, the information that is part of the DOD/MWR specific data infotype which is numbered 9001.

We can access this data for Mr. Anderson in one of three ways:

- We can click on the Personal Data tab, click in the area next to the text that is labeled DOD/MWR Specific Data, then click the display icon  to open the infotype.
- We can type in any part of the infotype title in the direct Infotype entry box, click the enter key to display the full name of the infotype, then click the display icon to show the infotype.
- We can type in the number of the infotype in the Direct Infotype box and then click the display icon  as shown below.

Display HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Personnel no. **624**

Name **Andrew Anderson**

EE group **5** NF Pers. area **1287** Northwest Region MWR

EE subgroup **FT** Reg Full Time Cost center **420** CONCOURSE FC O...

Personal Data Addtl. Person. Data Benefit Information Taxes

☐ Actions ☒ Personal Data ☒ Organizational Assignment ☐ Addresses ☐ Basic Pay ☐ Family/Related Person ☐ Residence Status ☐ Additional Personal Data ☐ Education ☒ DDD / MWR Specific Data

Period

☒ Period Fr. To

☐ Today ☐ Curr. week

☐ All ☐ Current month

☐ From curr. date ☐ Last week

☐ current date ☐ Last month

☐ Period ☐ Current year

Direct selection

Infotype **9001** STy

We have entered "9001"

Now, we click the display icon, the Eyeglasses icon

You now have access to all the information in this particular infotype for the chosen employee as shown below.

Display DOD / MWR Specific Data

Infotype Edit Goto Extras System Help

Personnel no: 624 Name: Andrew Status: Active

EE group: 5 NF Personnel ar: 1287 Northwest Region MWR

EE subgroup: FT Reg Full Time SSN: 091-25-5555

From: 01/25/2001 to: 12/31/9999 Chng: 01/25/2001 HQ_P657F2

Locale Information

DOD NAFI Organization Code: NU22 Navy NAFI

Duty Station Location: 532012035 Bangor, WA

NAF Personnel Office identifier: 10287 Northwest Region Seattle

DOD MWR Activity Code: 31 Snack bars incidental to operation of other programs

USA Funding Under MOA

USA Indicator: N Not covered under USA MOA

Misc.

Welfare to Work Hire code: A Hired on or after March 8, 1997 - Box A on OPM Form 1635

DOD Dependent-Sponsor Relationship: ZZ Not applicable. Not a dependent of a sponsor.

Person Hispanic Category Code: 2 Not Hispanic Origin

Person Designator Type Code: S Social security number


Off Duty Military Code: N No; not a military member on active duty


Source of Recruitment:

Union Eligibility


Bargaining Unit Eligibility Code: Y Non Supervisory

Bargaining Unit Member Status: N Not Member of Bargaining Unit

The document overview icon  looks at all the same data in a different way. Once you highlight a particular action type (one with a Green check mark on the line so that you

know there is information contained in it) and click the Document Overview icon , the following screen opens

[illegible]

You may now look at any of actions listed by clicking in the small entry box to the left of the line and clicking on the  icon on the applications toolbar.




NOTE: The information as shown on these infotypes using PA20 can only be looked at, they cannot be changed or modified in any way.



Maintain Master Data

Do this when it is necessary to maintain Master Data. If the infotype has an existing record that will be delimited because of the information that you are about to enter, it is

better to use the copy icon  and change the information accordingly. Using this method, all relevant fields are sure to be populated correctly. There is a detailed explanation of the three choices of icons that may be used: **Create**, **Change** or **Copy** in the table on the next page.

After you have entered your changes to an infotype and used the enter key, you should receive a warning message telling you that a previous entry has been delimited. This warning verifies that you actually want to make the change and that you have changed the “From date” to reflect that your record will now be the current one. You may proceed through the message by using the Enter key again and you will then be reminded to save your changes.

Menu Path: **HUMAN RESOURCES > PERSONNEL MANAGEMENT > ADMINISTRATION > HR MASTER DATA > MAINTAIN HR MASTER DATA**

Transaction Code: **PA30**

Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Personnel no. **524**

Name **ANDREW ANDERSON**

EE group **5** NF Pers.area **1287** Northwest Region MWR

EE subgroup **FT** Reg Full Time Cost center **428** CONCOURSE FC 0...

Personal Data Addtl. Personal Data Benefit Information Taxes

☐ Actions ☒
☐ Personal Data ☒
☐ Organizational Assignment ☒
☐ Addresses ☒
☐ Basic Pay ☒
☐ Family/Related Person ☒
☐ Residence Status ☒
☐ Additional Personal Data ☒
☐ Education ☒
☐ DDD / MWR Specific Data ☒

Period

☒ Period

Fr. To

☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current year

Direct selection

Infotype STy

Select the correct infotype, the one relevant to the changes or additions needed. Verify that there is no action to use to take you through all the necessary screens, such as a transfer. An example of going directly to Maintain Master Data is to process a change in an employee's W-4 Withholding form.

The screenshot shows the 'Maintain HR Master Data' window. The 'Taxes' tab is active. Under the 'Withholding Info W4/W5 US' section, the 'Infotype' field contains 'Withholding Info W4/W5 US' and the 'STy' dropdown menu is set to 'FED'. An arrow points to the 'FED' dropdown menu.

We have gone to the “Taxes” tab and highlighted the line reading **Withholding Info W4/W5 US**. We have also used the dropdown menu to choose the Sty “FED”.

There are a few more ways to select the infotype directly. In the Direct selection section, you could enter “0210” in the Infotype field or type in any part of the word, “withholding” and click Enter or do as we have done, highlight the action line in the Taxes tab.

Icon Name	Icon	Description
Create		Used to create a new record using one of the infotypes
Change		Will delete history and should only be used in the case of a typing error and if no payroll has been run.
Copy		The recommended choice. Make the copy then make the changes/additions.

The third method of accessing the information to be changed is to click the Document Overview icon from the opening Actions screen after selecting the infotype. We have gone to the “Taxes” tab and highlighted the line reading **Withholding Info W4/W5 US**.

Click the Document Overview icon



List Withholding Info W4/W5 US

Infotype Edit Goto Extras System Help


Personnel no: 624 Name: ANDREW ... Status: Active

EE group: 5 NF Personnel ar: 1287 Northwest Region MWR

EE subgroup: FT Reg Full Time SSN: 091-25-5555

Choose: 01/01/1800 to 12/31/9999 STy:

Begin date	End date	Taxing	Description	LI
02/15/2001	12/31/9999	FED	Federal	
01/25/2001	02/14/2001	FED	Federal	

Highlight the line we wish to change and click the Copy icon  and a copy of the infotype that we wish to use is shown on the screen. In this case, Infotype 0210 Subtype FED – **Copy Withholding Info W4/W5 US**

Copy Withholding Info W4/W5 US

The screen shows a copy of the existing infotype 0210 – Withholding Info W4/W5 US
The title bar shows the word “COPY” before the name of the infotype.

Below is the input table example for this infotype. The information will change based on each infotype selected. We will make some changes to this record to illustrate how the procedure is done.

Field Name	Description	R/O/C	User Action/Values
From	Effective Begin date	R	Enter a date when the change is to become effective. We used 02/15/2001 the date the W4 was signed by the employee
To	The End Date	R	Defaults to 12/31/9999. No Entry required
Filing Status	Filing Status	R	Married, Single, etc.
Allowances	Number of exemptions	R	We changed this from 2 to 5 because of the triplets ready to be born.
Tax Exempt Indicator	Tax Exempt Indicator	O	Use only if partial or no Federal taxes are to be withheld. Dropdown menu available.
Additional Withholding		O	

Press the Enter icon



Log Withholding Info W4/W5 US

InfoType Edit Goto Extras System Help

Personal no: 024 Name: ANDREW Status: Active

EE group: S NF Personnel at: 1287 Northwest Region MWR

EE subgroup: FT Reg Full Time SSN: 091-25-5555

From: 02/15/2001 to: 12/31/9999

Status:

Tax authority: FED Federal Tax level: Federal

Filing status: 02 Married

Exemptions:

Allowances: 5

☐ Tax exempt indicator ☐ IFS mandates

Withholding adjustments:

Add withholding: USD

Overrides (from InfoType 0234)

From date	End date	Supplemental method	Tax override	Encl.

Warning

Record valid from 01/25/2001 to 12/31/9999 delimited at end

OK Help

You will see the Record Delimited warning message in the pop up window and on the Status bar at the bottom of the screen.

Press the Enter icon again.



Human Resources

Copy Withholding Info W4/W5 US

Infotype: Edit: Go to: Extras: System: Help

Personnel no: 624 Name: ANDREW Status: Inactive

EE group: 5 NF Personnel id: 1287 Northwest Region MWR

EE subgroup: FT Reg Full Time SSN: 891-25-5555

From: 02/15/2001 to: 12/31/9999

Status:

Tax authority: FED Federal Tax level: A Federal

Filing status: 02 Married

Exemptions:

Allowances: 5

☐ Tax exempt indicator ☐ IRS mandates

Withholding adjustments:

Add withholding: USD

Overrides (from Infotype 0234):

From date	End date	Supplemental method	Tax override	Expt

Information

Save your entries

OK Help

We now get the standard reminder on the screen to “Save your Entries”

Click the Save icon



Supervisor HR Main Data

HR Main Data: Edit: Go to: Utilities: Settings: System: Help

Personnel no: 624 Name: ANDREW ANDERSON

EE group: 5 NF Personnel id: 1287 Northwest Region MWR

EE subgroup: FT Reg Full Time Cost center: 020 CONDOURSE FCO

Personal Data: Add Personal Data: Benefit Information: Taxes:

Residence Tax Area ☒

Work Tax Area ☒

Unemployment State ☒

Withholding Info W4/W5 US ☒

Period:

Period: From To

☐ Today ☐ Current week

☐ All ☐ Current month

☐ From our date ☐ Last week

☐ To current date ☐ Last month

☐ Current period ☐ Current year

Choose

Direct selection:


Infotype: Withholding Info W4/W5 US Sty: FED


Information

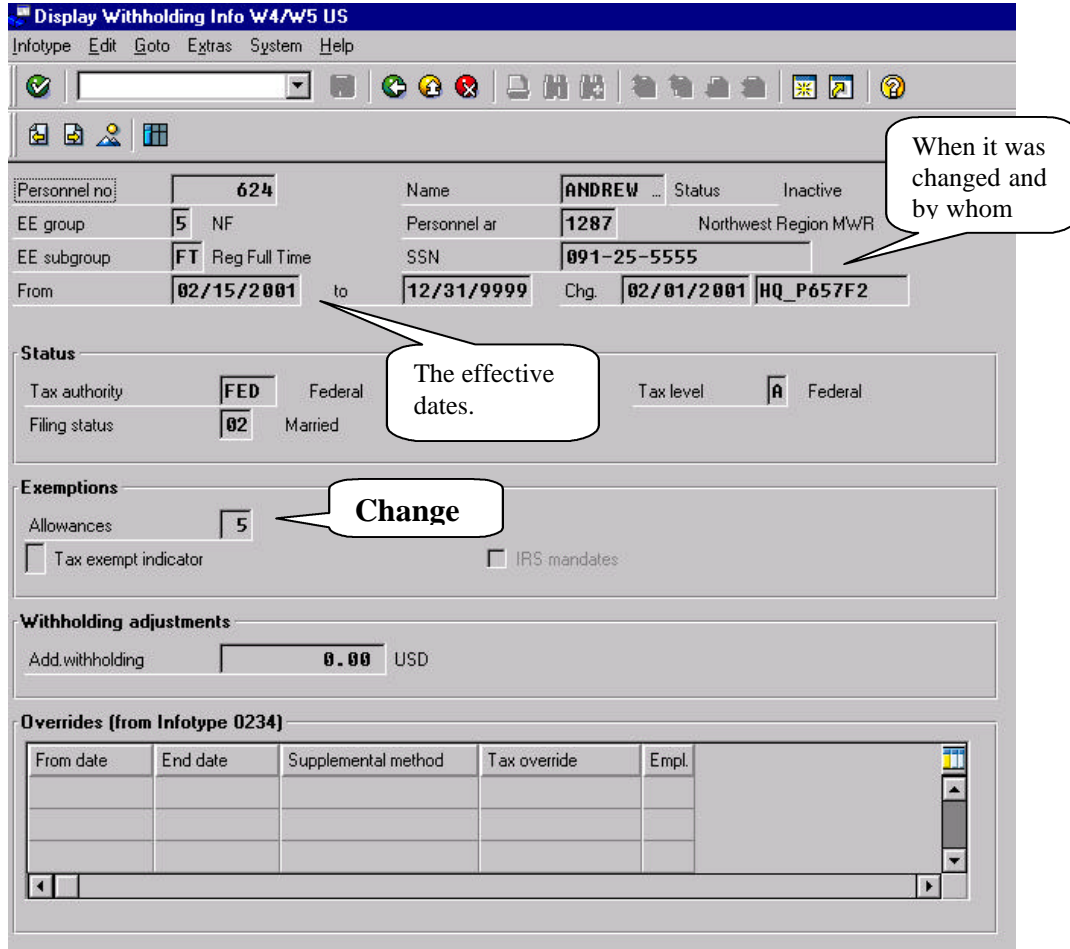
Record created

OK Help

The record has been changed and the process involved using a copy so that no history was lost. We can verify that there are actually infotype records documenting the changes

to the Withholding tax information by using the display icon  and checking the

infotype itself or click on the document overview icon  again to review the changes made. Here is the display and you can see that the effective dates are included as is the date the information was changed to reflect the new number in the Allowance field.



Display Withholding Info W4/W5 US

Infotype Edit Goto Extras System Help

Personnel no: 624 Name: ANDREW ... Status: Inactive

EE group: 5 NF Personnel ar: 1287 Northwest Region MWR

EE subgroup: FT Reg Full Time SSN: 091-25-5555

From: 02/15/2001 to: 12/31/9999 Chg.: 02/01/2001 HQ_P657F2

Status

Tax authority: FED Federal Tax level: A Federal

Filing status: 02 Married

Exemptions

Allowances: 5 **Change**

☐ Tax exempt indicator ☐ IRS mandates

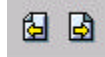
Withholding adjustments


Add withholding: 0.00 USD

Overrides (from Infotype 0234)

From date	End date	Supplemental method	Tax override	Empl.


You may cycle back and forth between both copies of this infotype using the two icons

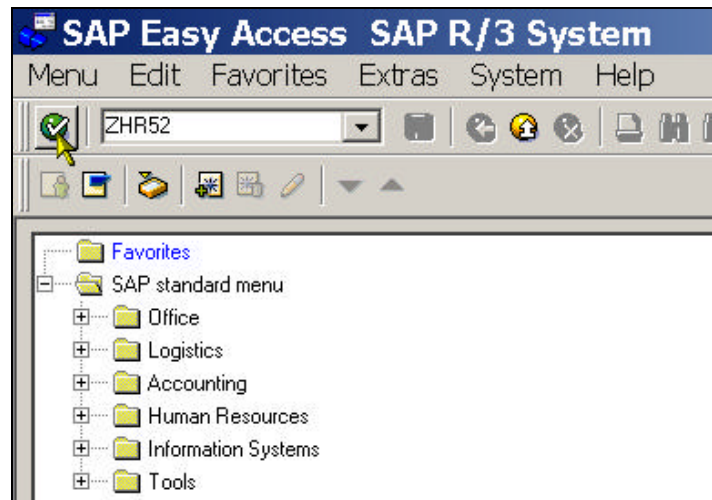


, or you can also retrieve the information using the Document Overview icon  and double-clicking on the line you wish to see to open all the detailed information.



Request for Personnel Action (52)

Use transaction code **ZHR52**, and select  to go to the next screen.



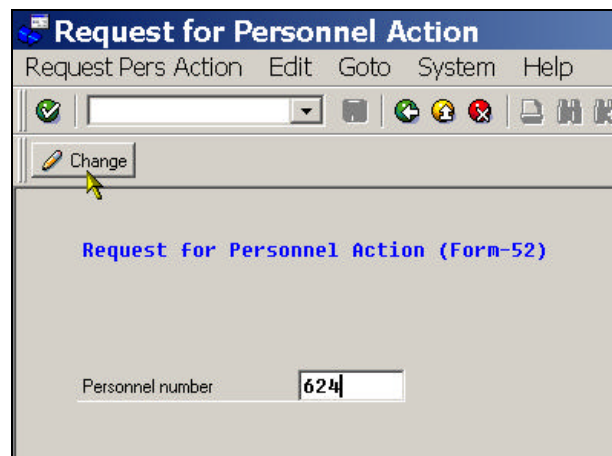
There are two ways to generate a request for personnel action:

- with personnel number

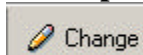
-OR-

- with position number.

Request for Personnel Action





To use **personnel number**, enter it into the personnel number field, and select the



icon.

Request for Personnel Action


Enter any applicable remarks to be printed on the 52. Select the  icon to continue.

Select output device, then  Print preview. The 52 should look like the following illustration:

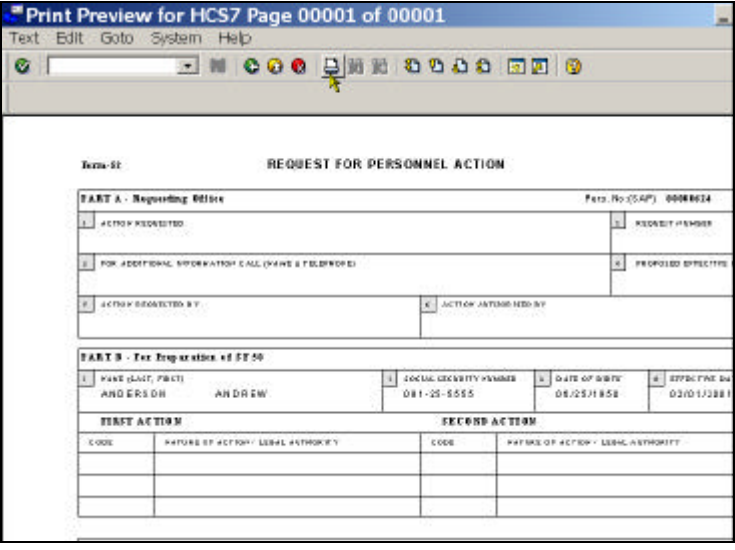
The “landscape” view appears..

If the user entering new hire data in ADP is not the same user who created the new hire in SAP, the PAR must be forwarded to the ADP person. If the ADP user has access to SAPmail, send the PAR from the print preview screen (landscape view) using the following procedure:

- Click on envelope icon (under the green arrow)
- Click attachment document content
- Select recipient using drop down arrow
- Select internal user and green check
- Fill in last name, first name
- Click send

Select  to get “portrait view.”

Request for Personnel Action (portrait view)



Print Preview for HCS7 Page 00001 of 00001

Text Edit Goto System Help

Form-01 REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office Form No (SAP) 00000014

1 ACTION REQUESTED	2 REQUEST NUMBER
3 FOR ADDITIONAL INFORMATION CALL (NAME & TELEPHONE)	4 PROPOSED EFFECTIVE
5 ACTION REQUESTED BY	6 ACTION AUTHORIZED BY

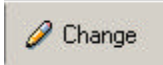
PART B - Requesting Office

1 NAME (LAST, FIRST)	2 SOCIAL SECURITY NUMBER	3 DATE OF BIRTH	4 EFFECTIVE DATE
ANDERS DH ANDREW	081-25-5555	08/25/1958	02/01/2001

FIRST ACTION		SECOND ACTION	
CODE	NATURE OF ACTION - LEGAL AUTHORITY	CODE	NATURE OF ACTION - LEGAL AUTHORITY

Select the  to print.

To generate the report by position number, in the initial screen, leave personnel number

blank, then select the  icon.

Request for Personnel Action

Request Pers Action Edit Goto System Help

Change

Request for Personnel Action (Form-52)

Personnel number

Enter the applicable information on the next screen:

Request for Personnel Action/New Employee

PersData System Help

Print

Request for Personnel Action (Form-52) **NEW EMPLOYEE**

PART A: Requesting Office

Action requested	NEW HIRE	Request no	
Add info Name	JOHN DOE	Telephone	
Action requested by	LEZA GIBBONS	Date	02/12/2001
Action authorized by	JOHN TESH	Date	02/12/2001

PART B: For Preparation of SF 50

Name (Last)	DOE	Soc. Sec. no	000-00-0000	Birth date	06/09/1970
(First)	JOHN			Eff date	02/12/2001

ACTION

Code	Nature of Action/Legal Authority

Select the  icon to print. Be sure to select  Print preview to verify entries and email before printing!



NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.



NOTE: Verify you have position number, work schedule rule, and hourly rate before beginning new hire action.



New Hire Action

We will process a new hire and go through all the steps required to input data and verify its accuracy. Use the following menu path or transaction code.

Menu Path: **HUMAN RESOURCES > PERSONNEL MANAGEMENT > ADMINISTRATION > HR MASTER DATA > PERSONNEL ACTIONS**

Transaction Code: **PA40**

Screen: Personnel Actions

Personnel Actions

HR Master Data Edit Goto Extras Utilities Settings System Help

Personnel no.


From

Action type	Personnel area	EE group	EE subgroup
<input checked="" type="checkbox"/> New Hire			
<input type="checkbox"/> Change in Position / Transfer			
<input type="checkbox"/> Multiple Position Assignment			
<input type="checkbox"/> Separation			
<input type="checkbox"/> Rehire			
<input type="checkbox"/> Leave of Absence			
<input type="checkbox"/> Return from Leave of Absence			
<input type="checkbox"/> Adjustment in Pay			
<input type="checkbox"/> Retirement			
<input type="checkbox"/> External Hire			
<input type="checkbox"/> External Separation			

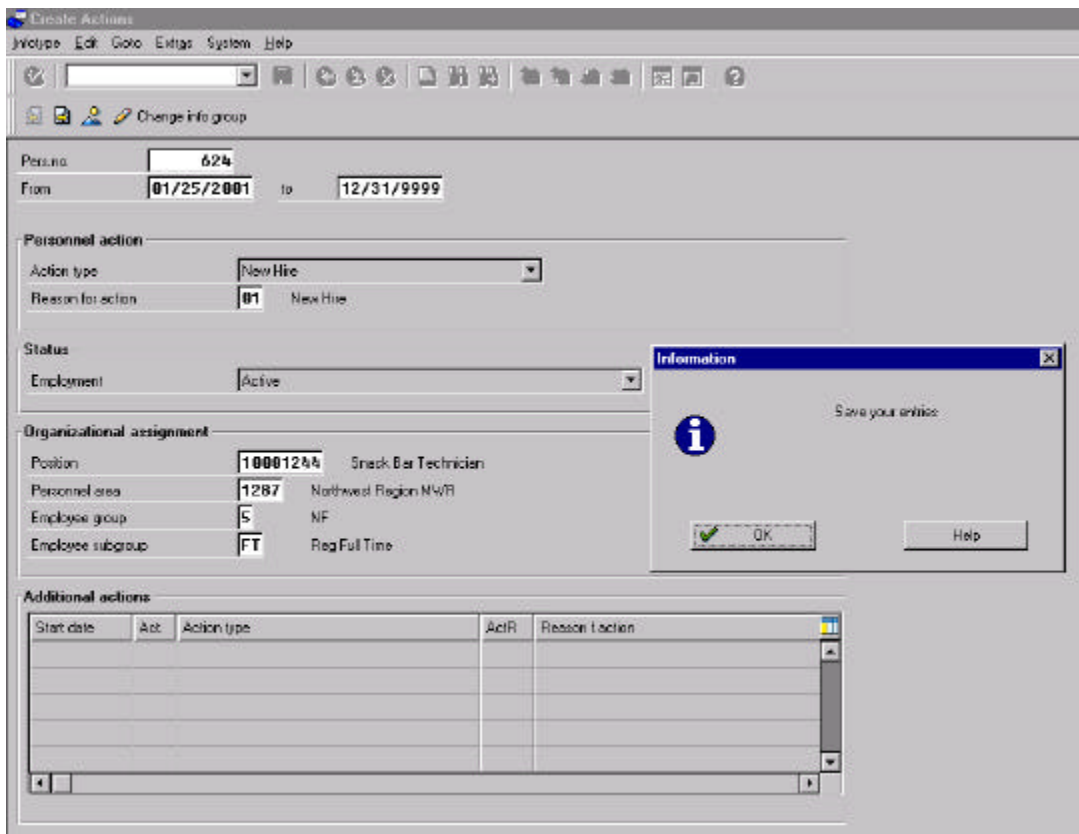
This is the starting point of ALL personnel actions. This is the selection screen for all personnel actions.

Field Name	Description	R/O/C	User Action/Values
Personnel Number	Will be system generated	System generated	Make sure it is blank. If there is a number in there from a previous hire, delete it.
From	From Date	R	Enter the hire date.
Action Type	The type of actions that can be performed	R	Select the New Hire type by clicking on the small box to the left of the text as shown on the screen above.

Click the Execute button 

The ensuing screen is the opening infotype 0000, Create Actions. We have filled in certain fields as explained in the table below, then clicked the Enter green check mark 

or pressed the Enter key on the keyboard.



Personnel number: 624

From: 01/25/2001 to: 12/31/9999

Personnel action:

Action type: New Hire

Reason for action: 01 New Hire

Status:

Employment: Active

Organizational assignment:

Position: 10001244 Snack Bar Technician


Personnel area: 1287 Northwest Region MWR


Employee group: S NF

Employee subgroup: FT Reg Full Time

Additional actions:


Start date	Act	Action type	ActR	Reason for action

Field Name	Description	R/O/C	User Action/Values
Action Type	New Hire	R	This field will default the hire date from the previous screen.
Reason for Action	Why the action is being performed	R	Select the appropriate reason for the new hire action by using the dropdown arrow. In our example, we are using new hire "01"
Please clear the following fields: Position, Personnel Area, Employee Group and Employee Subgroup. Then follow instructions below:			
Employment	User Defined	R	The field will default active. No entry can be made.
Position	User Defined	R	Should be known, you may enter the position number directly or use the dropdown arrow to select.
After entering position, click on  or hit enter key to populate personnel area and employee group which attached to position.			
Employee Sub-group	The assigned subgroup for the employee	R	Enter or select from the dropdown arrow to select the appropriate pay plan, i.e., Flex, FT, PT, etc. The field must be cleared before starting each new employee.

Verify contents of all fields. If any fields are incorrect, write personnel number on paperwork,  back out of this screen, and contact supervisor. If all is correct, continue processing new hire.

Press the Enter key on the keyboard or use the green check mark 

Once the Enter key is pressed, the user receives an Information reminder, either on a user defined window in the middle of the screen or on the status bar on the bottom. It is important to read every one of these messages that appear within each infotype before continuing. Our example shows the reminder message "Save Your Entries". **These reminders will appear after each infotype is entered.** We will only be showing the reminder on the screen prints once.

Press the Save icon  to save the information.



NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.

This is the view of the Create Personal Data screen after certain fields were populated, as explained in the table below, and the Enter key pressed. At this point we should save the record to move to the next infotype.

Create Personal Data

Infotype Edit Goto Extras System Help

Personnel no **624** Status **Active**

From **06/25/1950** To **12/31/9999**

Name

Form of addr

Last name **Anderson**

First name **Andrew**

Middle name **Robert**

Designation

Suffix

Name **Andrew Anderson**

HR data

SSN **091-25-5555**

Birth date **06/25/1950**

Comm.lang. **English**

Mar.status **Marr.**

Gender

☐ Female ☒ Male ☐ TBD

Inputs for the Create Personal Data infotype.

Field Name	Description	R/O/C	User Action/Values	Comments
Form of Address		O	You may enter the form of address (e.g. Ms.)	The gender field is validated by the form of address if used.
Last Name	Last Name	R	Enter employee's last name	

First Name	First Name	R	Enter employee's first name	
Middle Name	Middle Name	R	Employee's full middle name	DOD requirement. If unknown, enter NMN. If only the initial is part of the name, enter that.
Designation		O	Enter or Select using the dropdown arrow	Populated for assigned military personnel.
Suffix		O	You may enter the employee's aristocratic title, i.e. Jr, Sr, etc.	
SSN	Social Security Number	R	Enter the number, with or without dashes	
Date of Birth	Date of birth	R	The Date of Birth must be entered in the format MMDDYY, then hit enter. The system changes the format to a four digit year.	
Comm. Lang.	The language in which the employee prefers to communicate	O	Defaults to English	May be changed for other selection options
Mar. Status	Marital Status	R	Enter the employee's marital status directly or use the dropdown arrow.	

Gender	Gender	R	Select the employee's gender	DOD requirements mandate either male or female. TBD will not be used.
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After all the entries, click the green check mark or press the Enter key. Upon validation, click the Save icon and the screen will roll to the next infotype, 0001 – Create Organizational Assignment. **No data is entered on this screen, but you must hit the**



icon to save the data on the screen.

Screen: Infotype 0001 Create Organizational Assignment

Create Organizational Assignment
 Infotype Edit Goto Extras System Help

Org Structure

Personnel no **624** Status Active

From **01/25/2001** to **12/31/9999** SSN **091255555**

Enterprise structure

CoCode **1287** MWR COMNAVREG, N.W.
 Pers.area **1287** Northwest Region MWR Subarea **1287** West Sound
 Cost ctr **420** CONCOURSE FC OF&B

Personnel structure

EE group **5** NF Payr.area **BA** NW Region
 EE subgroup **FT** Reg Full Time

Organizational plan


Percentage **100.00** Assignment
 Position **10001244** NF 1102 03
 Snack Bar Technician
 Job key **10001392** NF 1101 03
 Sous Chef
 Exempt **N**
 Org. unit **10001198** JavaPlus
 Coffee House
 Org.key **1287**

This shows the infotype after all the fields have been validated and entries made. This screen will also show the reminder, “Save your entries”.

All information on this screen is based on the position number entered on the previous screen.

Field Name	Description	R/O/C	User Action/Values
Co Code	Company code	R	Default based on Position
Pers Area	Personnel Area	R	Default based on entries made to infotype, 0000- <u>Actions</u> .
Cost Ctr	Cost Center	R	Default based on Position
SubArea	Personnel Subarea	R	Default based on entries made to infotype 0000 - <u>Actions</u> .

EE Group	Employee Group	R	Default based on entries made to infotype 0000 - <u>Actions</u> .
EE Subgroup	Employee Subgroup	R	Default based on entries made to infotype 0000 - <u>Actions</u> .
Payr Area	Payroll Area	R	This field will default a Payroll Area based on personnel area. It must be checked for accuracy.
Percentage	Percentage of the time the employee is assigned to the position number	R	This field will default a Percentage.
Position	Position Number	R	Default based on entries made to infotype 0000 - <u>Actions</u> .
Job Key	Job Key represents the Pay plan, job series and grade level.	R	Default based on entries made to infotype 0000 - <u>Actions</u> .
Exempt	Exempt Status represents the status of the position	R	Default based on entries made to infotype 0000 - <u>Actions</u> .
Org Unit	Organizational unit assigned represents the department the position reports to	R	Default based on entries made to infotype 0000 - <u>Actions</u> .
Org Key	Organization key assigned	R	Default based on entries made to infotype 0000 - <u>Actions</u> .

Press the Enter key to validate the entries and then click the Save icon  to save the record and the system will roll to the next infotype.

Screen: Infotype 0006 Create Addresses

Create Addresses

Infotype Edit Goto Extras System Help

Foreign address

Personnel no: 624 Name: Andrew ... Status: Active

EE group: 5 NF Personnel ar: 1287 Northwest Region MWR

EE subgroup: FT Reg Full Time SSN: 091-25-5555

From: 01/25/2001 to: 12/31/9999

Address

Address type: Permanent Residence

c/o:

Address line 1: 123 Fantail Drive

Address line 2:

City/county: Silverdale

State/zip code: WA Washington 98315

Country key: USA

Telephone number: 360 396-5555

Communications:


This is subtype 1 of the Infotype – Create Addresses – Permanent Residence



NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.

Here are the inputs for this infotype 0006 which relates to the employee's addresses (Remember to use ALL CAPS).

Field Name	Description	R/O/C	User Action/Values
Address type	Type of Address	R	Will default as "Permanent Residence"
C/O	In care of	O	You may enter one if the employee has identified one
Address line 1	Street Name and number	R	Enter the employee's street address
City/County	City or County	R	Enter the employee's city
State/Zip Code	State/Zip Code	R	Enter the employee's state and zip code. Zip code entry will be validated by the state entered
Country key	Country	R	Will default to USA
Telephone number	Telephone	O	Enter the employee's telephone number
Communications	User Defined	O	This may be used for additional numbers of various types. Use the drop-down arrows to determine the choices.

When the entries are correct, press the Enter key to verify and to receive the reminder to "Save your entries" and then click the Save icon 

This system now rolls to the next screen:

Screen: Infotype 0207 – Create Residence Tax Area

Personnel no. 024 Name: Andreu Status: Active
 EE group 5 NF Personnel 1267 Northwest Region NW/N
 EE subgroup FT RegFull Time SSN 091-25-5555
 From 01/25/2001 to 12/31/9999

Resident data
 Tax area ?

Tax Authorities in Area
 Tax authority

Tax area	Description	PostalCode	PostalCode	Start date	End date
FED	Federal	00000-0001	99999-9999	01/01/1980	12/31/9999
NW	State of Washington	98000-0000	99499-9999	01/01/1980	12/31/9999


Never select “Federal” on this pop up window. Always choose “State of Residence.”

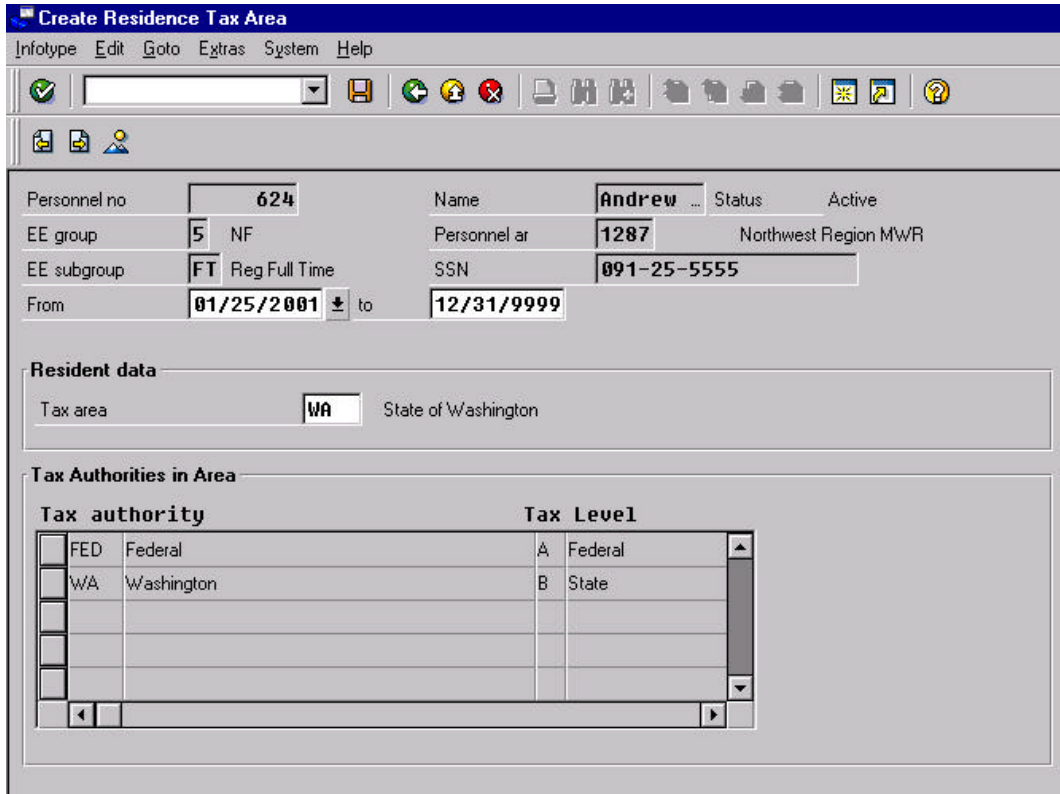
Valid tax ID Numbers

Fund #	Managistics Co. Code	ADP Co. Code	Location Name	Federal ID	State	State ID	Local	Local ID
1287	NAGO	NAG	BANGOR WA	91-0984002	WA	N/A		
8172	NALA	NAL	BREMERTON WA	91-1386833	WA	N/A		
1019	NANS	NAN	MAYPORT FL	59-0827202	FL	N/A		
1034	NAJX	NAJ	JACKSONVILLE FL	59-2848129	FL	N/A		
1034	NAJX	NAJ			GA	2075204-QA		
1292	NANO	NAH	KINGSBAY GA	58-1370054	GA	2878977-HY		
8019	NANT	NAT	MAYPORT FL	59-1694809	FL	N/A		
8034	NAJY	NAY	JACKSONVILLE FL	59-2894504	FL	N/A		
8292	NANP	NAP	KINGSBAY GA	58-1589179	GA	8161131-ZZ		
7900	NADC	NAD	MILLINGTON HQ TN	52-0813349	AZ	N/A		
7900	NADC	NAD			AR	52-0813349		
7900	NADC	NAD			CA	805-0644 7		
7900	NADC	NAD			DC	0099385-001		
7900	NADC	NAD			DE	1-520813349-00		
7900	NADC	NAD			GA	2010798-TL		
7900	NADC	NAD			IL	52-0813349 00005		
7900	NADC	NAD			MD	0167813 0		
7900	NADC	NAD			MS	52-0813349 5		
7900	NADC	NAD			NY	520813349 9	NYC	520813349 9
7900	NADC	NAD			PA	1862 2175	PHILA	000 673096
7900	NADC	NAD			VA	001054643 5		
7900	NADC	NAD					PITTS	1069867


After choosing “State of Residence,” the system rolls to the next screen, “Create Residence Tax Area.”

Residence Tax data is a required field, based on the information that was entered into Infotype 0006 – Create addresses. (Note: This information is known as the “Lived State Tax Code” in the ADP payroll system)

Press the Enter button  or use the Enter key on your keyboard.



Tax authority		Tax Level	
<input type="checkbox"/>	FED Federal	A	Federal
<input type="checkbox"/>	WA Washington	B	State
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Save the transaction using the Save icon. 


The screen will roll to the next infotype 0208 – Create work Tax Area

Screen: Infotype 0208 – Create Work Tax Area

[illegible]

The Tax Area field in the Work tax data section will default to the state that was entered in infotype 0006 – Create addresses. (Note: This information is known as the “Work State Tax Code” in the ADP payroll system) If this is different from the permanent address, you must change it here. If Work Tax Area is different from the State of Residence, a warning message will appear: “Work % less than 100%.” Click on the



 to acknowledge the message. Press the Enter key and Save the transaction. After saving, the system will roll to the next infotype screen. Infotype 0209 Create Unemployment State.

The screenshot shows the 'Create Unemployment State' SAP infotype screen. The title bar is blue with the text 'Create Unemployment State'. Below the title bar is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. A toolbar with various icons is located below the menu bar. The main data area contains the following fields:

Personnel no	624	Name	Andrew ...	Status	Active
EE group	5 NF	Personnel ar	1287	Northwest Region MWR	
EE subgroup	FT Reg Full Time	SSN	091-25-5555		
From	01/25/2001	to	12/31/9999		

Below the main data area is a section titled 'Unemployment data' with a sub-section 'Tax authority' containing the value 'WA' and the text 'Washington'.

The field labeled Tax Authority in the Unemployment data section will default to the State the employee is working in. This will be based on information that was entered on infotype 0208 – Work Tax Area.

Press the Enter key and Save the transaction. After saving, the system will roll to the next infotype screen.

Note: If the state where the employee works has a state withholding tax, the infotype to appear will be infotype 210 Create State Withholding. If the employee has state tax withholding, it must be created manually after new hire action is complete.

The following infotype 0210 – Create Federal Withholding Info W4/W5 US will appear.

Create Withholding Info W4/W5 US

Infotype Edit Goto Extras System Help

Personnel no **2104** Name **OLETA A...** Status **Active**

EE group **1** NA Personnel ar **1287** Northwest Region MWR

EE subgroup **CG** Flex Continuing SSN **519-95-3211**

From **01/25/2001** to **12/31/9999**

Status

Tax authority **FED** Federal Tax level **A** Federal

Filing status **02**

Exemptions

Allowances **2**

☐ Tax exempt indicator ☐ IRS mandates


Withholding adjustments

Add withholding USD

These are the inputs and checks for the infotype 0210 – Create Federal Withholding Info W4/W5 US

Field Name	Description	R/O/C	User Action/Values
Tax Authority	This is the taxing authority that the withholding amount is being taken for	R	This field will default to Federal. (Note: This information is known as “FED” in the ADP system)
Filing Status	Filing Status	R	Enter the status or use the dropdown arrow to select the correct status from the employee’s W4 form. (Note: Known as the “Federal Marital Status” in ADP)
Allowances	Exemptions claimed	O	The number of claimed deductions from the W4 form. (Note: Known as the “Federal Exemptions” field in ADP)
Exempt Indicator	Exempt Indicator	C	This is a required field if the employee is exempt or partially exempt from paying Federal tax. Verify by checking on the W4 form. (Note: Known as the “Federal tax calc status code” in ADP)

Add withholding	Additional Withholding	C	This field is required if the employee has added a dollar amount on the W4. (Note: Known as the “Federal tax modification amount” in ADP)
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Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0041 – Change Date Specifications

Screen: Change Date Specifications

Personnel no	2104	Name	OLETA A...	Status	Active
EE group	1 NA	Personnel ar	1287	Northwest Region MWR	
EE subgroup	CG Flex Continuing	SSN	519-95-3211		
From	01/01/2001	to	12/31/9999	Chng	04/02/2001 HQ_P657E7


Date type	Date	Date type	Date
01 Original Hire Date	01/01/2001	03 Service Comp Date	01/01/2001
04 Civilian Service	01/01/2001	06 Ret Plan Eligibility	01/01/2001 ↓

All fields populate from the new hire action with the date of the new hire. Update any necessary fields.

The definition of the **Civilian Service Date** is the Comp date minus the active duty military time. In most cases this will be the same as the Original hire date.

Date type 03 is the Service Comp date, the date that annual leave is based on. It is additional time added to an employee's length of service to account for active duty time during certain times in history. It is only for veterans who are not in a retiree status.

Date type 06 Ret Plan Eligibility is used for benefit retirement plan eligibility if different from original hire date.

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0006 – Create Addresses, Subtype 2 – Unpaid Compensation Beneficiary



NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.

Screen: Infotype 0006 – Create Addresses

Create Addresses

Infotype Edit Goto Extras System Help

Foreign address


Personnel no	624	Name	Andrew ...	Status	Active
EE group	5 NF	Personnel ar	1287	Northwest Region MWR	
EE subgroup	FT Reg Full Time	SSN	091-25-5555		
From	01/25/2001	to	12/31/9999		

Address

Address type	Unpaid Compensation				
c/o	Mary Anderson				
Address line 1	Address Unknown				
Address line 2					
City/county	Silverdale				
State/zip code	WA	Washington	98315		
Country key	USA				
Telephone number					
Communications					



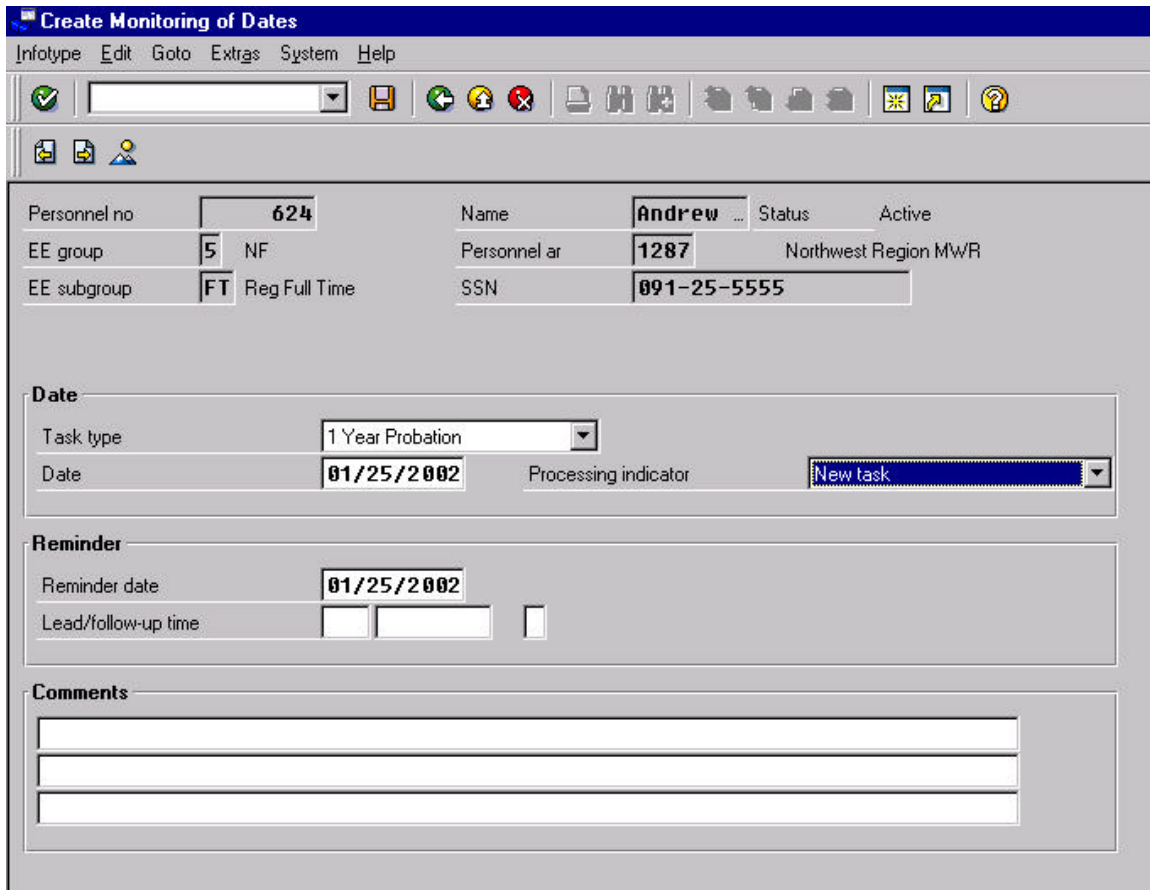
WARNING: This is a very important data collection infotype to be filled out. This infotype lists the beneficiary designated by the employee to receive their last paycheck in case of a fatal emergency. The beneficiary's contact information is all required before the infotype may be saved.

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0019 – Create Monitoring of Dates.


This infotype will appear three times in this process to allow the monitoring of three separate dates.

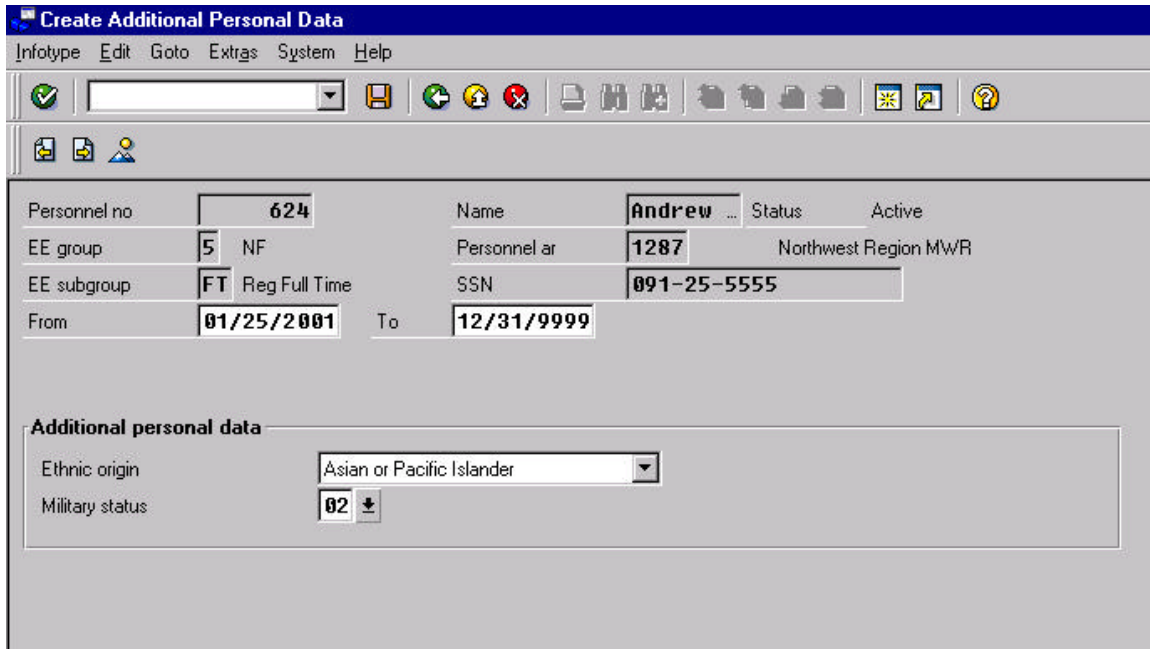
The example shown below allows the monitoring of the date when an employee's probation period ends.

Screen: Create Monitoring of Dates



Field Name	Description	R/O/C	User Action/Values
Task Type	Type of task to be monitored	O	Use the dropdown arrow to select the proper task
Date	Date that the task will require action	C	Required if the task type has been entered.
Processing indicator	Status of the date processing	C	Defaults to "New task" for new hire.
Comments	Any additional remarks	O	May be used for any user-defined comments if required.

Press the Enter button and  the transaction. The screen will roll to the next infotype 0077 – Create Additional Personal Data

Screen: Infotype 0077 Create Additional Personal Data


Create Additional Personal Data

Infotype Edit Goto Extras System Help

Personnel no: 624 Name: Andrew ... Status: Active

EE group: 5 NF Personnel ar: 1287 Northwest Region MWR

EE subgroup: FT Reg Full Time SSN: 091-25-5555


From: 01/25/2001 To: 12/31/9999

Additional personal data

Ethnic origin: Asian or Pacific Islander

Military status: 02

Field Name	Description	R/O/C	User Action/Values
Ethnic Origin	Ethnic Grouping	R	Use the dropdown arrow to select the DOD-defined group
Military Status	Military Status	R	Use the dropdown arrow to select the correct group.

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0094 – Create Residence Status

Create Residence Status

Infotype Edit Goto Extras System Help

Personnel no **624** Name **Andrew** Status **Active**

EE group **5** NF Personnel ar **1287** Northwest Region MWR

EE subgroup **FT** Reg Full Time SSN **091-25-5555**

From **01/25/2001** to **12/31/9999**

Personal identification

Residence status **US Citizen**

ID type **U.S. Drivers License w/photo**

Issuing Authority

ID number

Issuing date

Validity end date

Employment verification

Work permit **U.S. Drivers License w/photo**

Issuing Authority

Work permit number

Issuing date


Expiry of work perm.

This infotype verifies the Residence Status of the new employee. **Every employee must have the INS form I-9 in their Official Personnel Folder.** If the new employee is an American citizen, only the first two fields are required. Here are the inputs necessary to completely fill out the fields on this infotype.

Field Name	Description	R/O/C	User Action/Values
Residence Status	US Citizenship?	R	Enter the employee's residence status., i.e. citizen or non-citizen
ID Type	Type of Id used to verify the required I-9 form	O	Use the drop-down arrow to select the proper type of document.
Issuing Authority	Issuing authority	O	Enter the info from the paper I-9 form
ID Number	ID Number	O	Enter the ID number from the I-9 form
Issuing Date	Issuing Date	O	Enter the date from the I-9 form
Validity End Date	Expiration date	O	Enter the expiration date from the I-9 for the ID used above
Work permit	Work Permit	O	Use the dropdown menu to select the correct document
Issuing Authority	Issuing Authority	O	Enter the information from the I-9 form

Human Resources

Work Permit Number	Work Permit number	O	Enter the Work Permit number from the I-9 form
Issuing Date	Issuing date	O	Enter the date used on the I-9 form for the work permit used above
Expir of Work Permit	Expiration date of the work permit	O	Enter the expiration date used on the I-9 form for the work permit used above

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 9001 – Create DOD/MWR Specific Data

This is a very large infotype screen and the user must scroll down to make the entire window available.

Screen: Create DOD/MWR Specific Data

Create DOD / MWR Specific Data
 Infotype Edit Goto Extras System Help

From **01/25/2001** to **12/31/9999**

Locale Information

DOD NAFI Organization Code	NU22	Navy NAFI
Duty Station Location	532012035	Bangor, WA
NAF Personnel Office Identifier	10287	Northwest Region Seattle
DOD MWR Activity Code	31	Snack bars incidental to operation of other programs

USA Funding Under MOA

USA Indicator	N	Not covered under USA MOA
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Misc.

Welfare to Work Hire code	A	Hired on or after March 8, 1997 - Box A on OPM Form 1635
DOD Dependent-Sponsor Relationship	ZZ	Not applicable. Not a dependent of a sponsor.
Person Hispanic Category Code	2	Not Hispanic Origin
Person Designator Type Code	S	Social security number
Off Duty Military Code	N	No; not a military member on active duty
Source of Recruitment		

Union Eligibility

Bargaining Unit Eligibility Code	Y	Non Supervisory
Bargaining Unit Member Status	N	Not Member of Bargaining Unit

Retirement Info.

Retirement Certificate Number		
Portability of Retirement Election	Z	None of the above
Appr. Fund Severance Pay Entitled	N	Not applicable
Portability of Benefits Status Code	N	Not covered

Position Info.

Position Sensitivity	1	Non-Sensitive
Supervisor Position	N	

ADP / Kronos Info.

Kronos Badge Number		<input checked="" type="checkbox"/> No Kronos System
Kronos Terminal Group		


The screens shown above are examples only and do not reflect a real-life situation.

Most of the fields on this 9001 infotype are REQUIRED and are mandated by various DOD or MWR policies. Here is the explanation of the various fields.

Field Name	Description	R/O/C	User Actions/Values
DOD NAFI Organization Code	NAFI Organization code	R	Will always be “grayed out” and populated with NV22
Duty Station Location	Where the employee will work	R	Use dropdown menus to complete
NAF Personnel Office Identifier	The Personnel Office involved	R	Use dropdown menus to complete
DOD MWR Activity Code	The DOD description of the activity	R	Use dropdown menus to complete, request assistance from finance manager if needed
USA Indicator	Whether the activity will be reimbursed using the USA process	R	Use dropdown menus to complete, find information on 52.
Welfare to work hire code	Mandated since 1997	R	Use dropdown menus to complete, use OPM form 1635
DOD Dependent/Sponsor relationship	Is there a relationship?	R	Use dropdown menus to complete
Person Hispanic Category Code	Hispanic Category?	O	Use dropdown menus to complete
Person Designator type code	Social Security or other	R	Use dropdown menus to complete
Off Duty Military Code	Is the Employee on Active duty?	R	Use dropdown menus to complete
Source of Recruitment	What tools did we use to hire this new employee?	O	Locally defined and used
Bargaining Unit Eligibility code	In a supervisory position?	R	Use dropdown menus to complete
Bargaining unit member status	A member of a bargaining unit?	R	Use dropdown menus to complete if activity has union
Retirement Certificate Number	Retirement Certificate- will be old certificate number or employee social security number	O	Do not populate—headquarters only
Portability of Retirement Election	Is the employee eligible for portability?	R	Use dropdown menus to complete

Appr. Fund Severance Pay entitlement	Was the employee receiving APF Severance pay when hired NAF?	R	Use dropdown menus to complete
Portability of benefits status code	Identifies employees who moved after Jan 1, 1987 without a break in service of more than three days.	R	Use dropdown menus to complete
Position Sensitivity	Is this a sensitive position from a security standpoint?	R	Use dropdown menus to complete, see OF8
Supervisor Position	Is this position a supervisory one?	R	Use dropdown menus to complete
Kronos badge Number	Kronos badge number	C	Entry is not required if the activity doesn't use the KRONOS automated Time and Attendance collection method. Select the No Kronos System checkbox
Kronos Terminal Group	Kronos Terminal number	C	Entry is not required if the activity doesn't use the KRONOS automated Time and Attendance collection method. Select the No Kronos System checkbox
Only Headquarters can have "No Kronos" checked			
No Kronos System	Checkbox	C	Click the checkbox if the employee will not be using Kronos.
ADP Company Code	ADP Payroll processing code	C	Will populate from ADP information when nightly interface between SAP and ADP is run
ADP File Number	ADP Payroll Processing file number	C	Will populate from ADP information when nightly interface between SAP and ADP is run
Misc. Notes		O	Any additional comments if needed

Note: Employee must have either a Kronos badge number or have the No Kronos box checked.

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0022 – Create Education

This infotype is optional and the determination for its use will be a local personnel department decision. If any entry is made on this screen, you cannot enter through it, but are required to complete it.



NOTE: The screen below is for explanatory purposes only and does not reflect any specific educational requirement for any particular job. The maintenance of this infotype will be explained in detail during the training of a later transaction code. If the information is available at the time of the new hire it may be entered as part of the new hire process or can be done later.

Create Education
 Infotype Edit Goto Extras System Help


Personnel no: 624 Name: Andrew Status: Active
 EE group: 5 NF Personnel ar: 1287 Northwest Region MWR
 EE subgroup: FT Reg Full Time SSN: 091-25-5555
 From: 09/05/2000 to: 01/12/2001

Educational est.: U3
 Institute/location: University of Downtown Millington
 Certificate: U0
 Branch of study 1: 10004
 Branch of study 2:

Field Name	Description	R/O/C	User Action/Values
From	Date the Education started	R	Beginning date of the employee's education
To	Date withdrew from the Educational institution	R	Enter graduation date or another date of withdrawal if applicable
Educational Est	What type of institution did the employee attend?	R	Type of educational establishment. Use the dropdown to select

Institute/Location	Establishment name and location	R	Enter the name of the educational establishment
Certificate		R	Dropdown menu to select, linked to educational establishment
The next two fields are not required for High school or GED			
Branch of study 1		O	Dropdown menu, linked to certificate
Branch of study 2		O	Dropdown menu

Note: The options available for “certificate” and “branch of study” are determined by the entry for “Educational Est.”

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0007 – Create Planned Working Time

Create Planned Working Time

Infotype Edit Goto Extras System Help

Work schedule

Personnel no **624** Name **Andrew** Status Active
 EE group **5** NF Personnel ar **1287** Northwest Region MWR
 EE subgroup **FT** Reg Full Time SSN **091-25-5555**
 From **01/25/2001** To **12/31/9999**


Work schedule rule

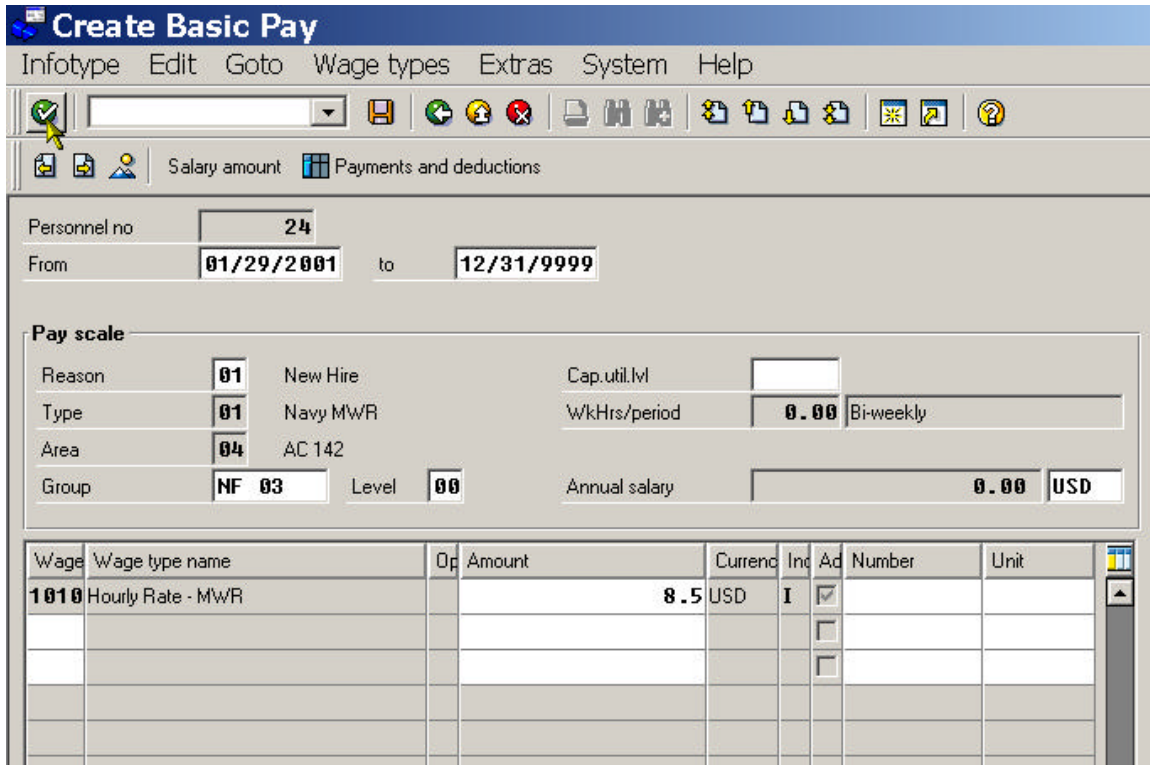
Work schedule rule **2013** NF REG 60

Working time

Employment percent	100.00
Daily working hours	8.03
Weekly working hours	40.13
Monthly working hrs	173.91
Annual working hours	2087.00
Weekly workdays	5.00

Field Name	Description	R/O/C	User Action/Values	Comments
Work Schedule Rule	The Work Schedule Rule under which the employee will be working	R	Enter the KRONOS pay rule	Must have work schedule rule for each employee

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0008 – Create Basic Pay. If infotype 0007 – Create Planned Working Time was not created and saved, infotype 0008 – Create Basic Pay will be incorrect.



Create Basic Pay

Infotype Edit Goto Wage types Extras System Help

Personnel no: 24

From: 01/29/2001 to: 12/31/9999

Pay scale

Reason: 01 New Hire Cap.util.lvl:
 Type: 01 Navy MWR WkHrs/period: 0.00 Bi-weekly
 Area: 04 AC 142
 Group: NF 03 Level: 00 Annual salary: 0.00 USD


Wage	Wage type name	Op	Amount	Currenc	Inc	Ad	Number	Unit
1010	Hourly Rate - MWR		8.5	USD	I	<input checked="" type="checkbox"/>		
						<input type="checkbox"/>		
						<input type="checkbox"/>		

You will receive most of this information from the SF52 paper form or the employee data sheet.

While all of the fields are required, some will default based on other inputs. All field entries must be validated and verified as they all affect the new employee's pay.

Field Name	Description	R/O/C	User Action/Values
Reason	Reason for a change in this infotype	R	Use the dropdown menu, choose 01 – New hire
Type	User Defined	R	Field will default
Area	User Defined	R	Field will default.

Group	User defined	R	Enter the employee's pay grade. You may use the dropdown menu to select. Must be verified for accuracy
Level	Level of Pay	R	Will default based on the entry in the group field. Must be verified for accuracy
Hourly Rate Wage types: 1010 = Hourly rate	Enter the correct rates for each wage type listed	R	Enter the hourly rate(s), for NF's and CC's – all others will populate when user hits enter. Can override for save pay.
Note: Seattle will need to override hourly rate for craft and trade only in AC 143.			
Work/Hrs Period	The hours of work in a specific period	R	This field will default in
Capt util. Lvl	Used for Ansal calculation	R	This field defaults "100".

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0009 – Create Bank Details

Create Bank Details

Infotype Edit Goto Extras System Help

Personnel no **624** Name **Andrew** Status Active

EE group **5** NF Personnel ar **1287** Northwest Region MWR

EE subgroup **FT** Reg Full Time SSN **091-25-5555**

From **01/25/2001** to **12/31/9999**

Bank details

Bank details type **Main bank**

Payee **Andrew Anderson**

Postal code/City **98315** **Silverdale**

Bank country **USA**

Bank key

Bank account number Bank control key

Payment method **T** EFT (ACH)


Purpose

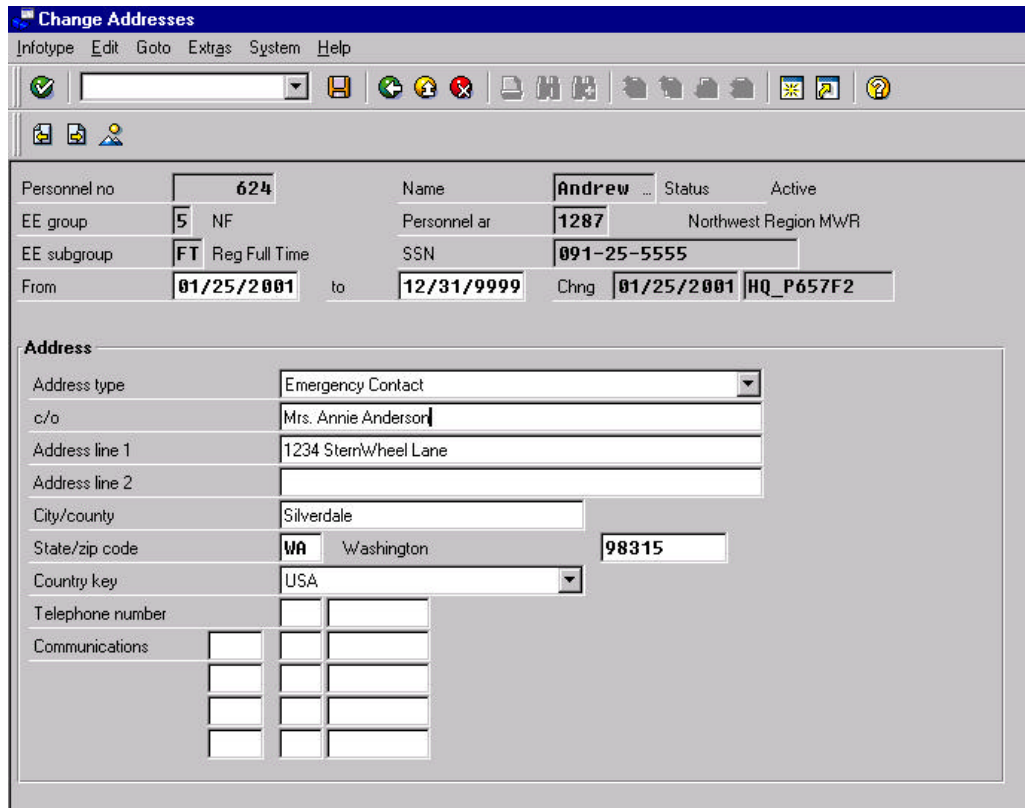
Payment currency **USD**

Bank details data are used by the automatic employee vendor creation program in accounts payable to pay travel advances, etc.

Field Name	Description	R/O/C	User Action/Values
Bank Details Type	Type of bank for this Employee	R	Will default to main bank
Payee	Employee's name	R	Will default
Postal code/City	Zip code/City	R	Will default
Bank Country	Bank Country	R	Will default USA
Bank Key	The name of the bank the funds are to be deposited into	R	Enter the employee's bank deposit transit/ABA number from direct deposit sign up form. This field is entered if a payment method of "T" is used.
Bank Control Key	The type of account	R	Must be 01 Checking or 02 Savings
Bank Account Number	Account number of the account to be deposited into	R	Enter the employee's bank account number.

Payment Method	EFT or a check for the payment?	R	Will default to “T” for direct deposit. Change to “C” only if waiver from MWR HQ is approved.
Payment Currency	Payment Currency	R	Will default to USD


Press the Enter button and  the transaction. The screen will roll to the next infotype 0006 – Create Addresses, subtype 2 Address, Emergency Contact



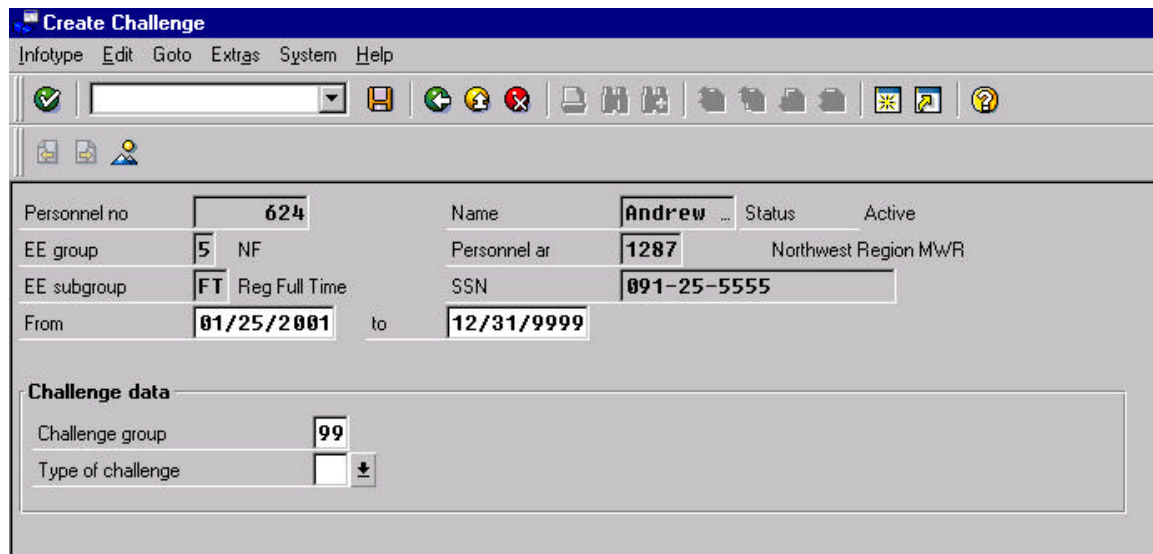

NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.

Field Name	Description	R/O/C	User Action/Values
Address type	Type of Address	R	Defaults Emergency Contact – Who to call
C/O	In care of	R	Enter the emergency contact’s first and last name (and relationship if available)
Address	Street name and number	R	Must populate this field, can enter “address unknown”

City/County	City	R	Enter the contact's city. If unknown, use the employee's.
State/Zip Code	State/Zip Code	R	Enter the contact's state and zip. If unknown, use the employee's
Country key	The contact's country key	C	Will default to USA
Telephone Number	Telephone	R	Contact's telephone number
Communications	Additional numbers	O	May be used for additional contact phone numbers.

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0004 – Create Challenge.

This screen must be completed! Enter “99” in both fields if challenge not applicable.



Create Challenge

Infotype Edit Goto Extras System Help

Personnel no 624 Name Andrew Status Active

EE group 5 NF Personnel ar 1287 Northwest Region MWR

EE subgroup FT Reg Full Time SSN 091-25-5555


From 01/25/2001 to 12/31/9999

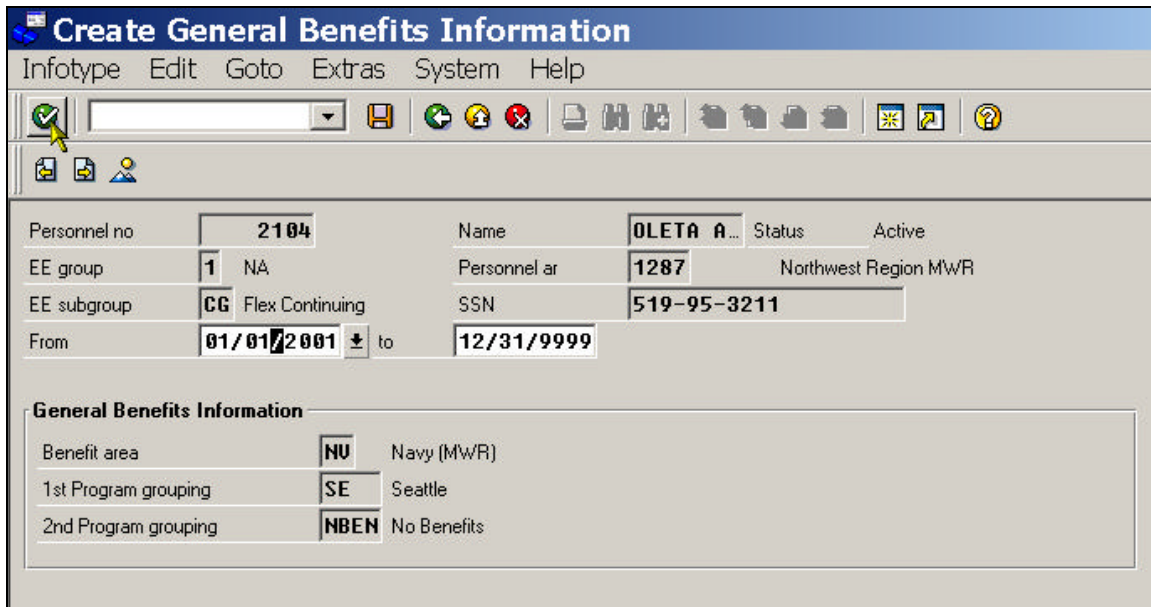
Challenge data

Challenge group 99

Type of challenge [dropdown]


Field Name	Description	R/O/C	User Action/Values
Challenge group	Two digit code	R	Use drop down arrow to select, refer to form SF256, or enter 99 if not applicable
Type of challenge	Two digit code	R	Use drop down arrow to select, refer to form SF256, or enter 99 if not applicable

Press the Enter button and Save  the transaction. The screen will roll to the next infotype 0171 – Create General Benefits Information

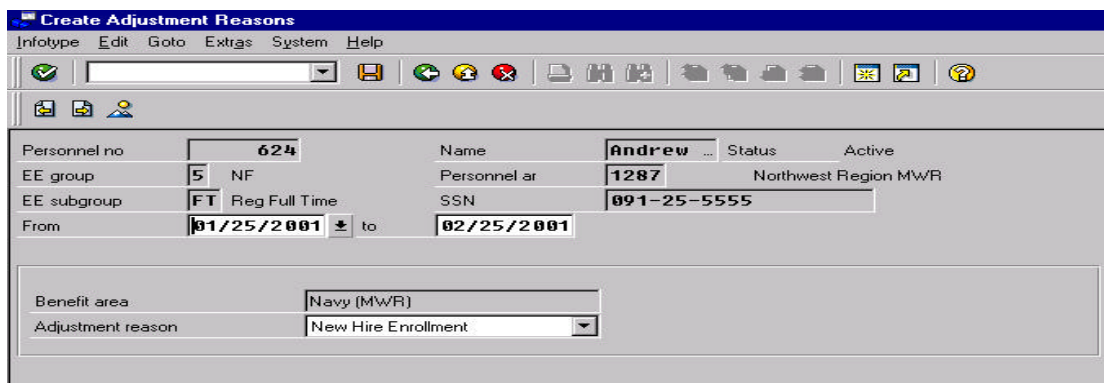


Personnel no	2104	Name	OLETA A...	Status	Active
EE group	1 NA	Personnel ar	1287	Northwest Region MWR	
EE subgroup	CG Flex Continuing	SSN	519-95-3211		
From	01/01/2001	to	12/31/9999		

General Benefits Information	
Benefit area	NU Navy (MWR)
1st Program grouping	SE Seattle
2nd Program grouping	NBEN No Benefits

When the screen showing this infotype 0171 – Create General Benefits Information appears, all fields will be defaulted. You will validate the entries and **ONLY** save the infotype by clicking the Save icon. 


Screen: Infotype 0378 – Create Adjustment Reasons



Personnel no	624	Name	Andrew ...	Status	Active
EE group	5 NF	Personnel ar	1287	Northwest Region MWR	
EE subgroup	FT Reg Full Time	SSN	091-25-5555		
From	01/25/2001	to	02/25/2001		

Benefit area	Navy (MWR)
Adjustment reason	New Hire Enrollment

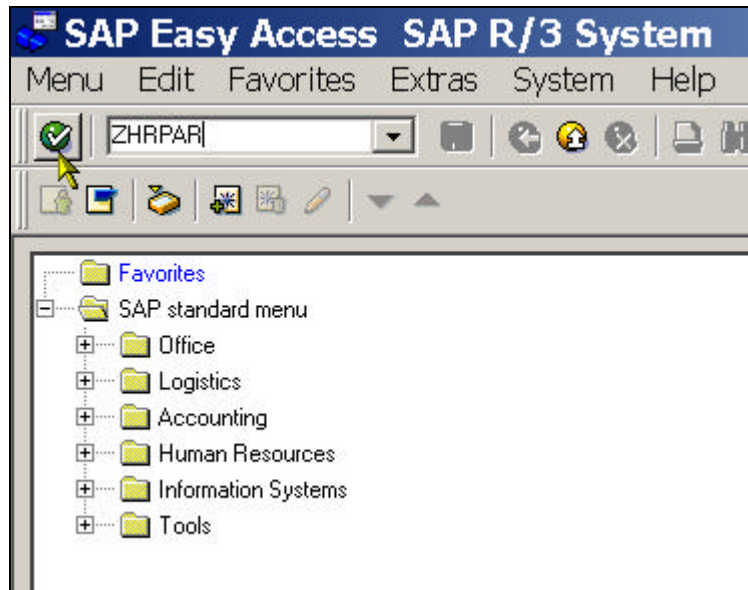
When the screen showing this infotype 0378 – Create Adjustment Reasons appears, all fields will be defaulted.


Press the Enter button to validate the entries and save  the transaction.



Personnel Action Report

Print a personnel action report using the transaction code ZHRPAR.




Select  to go to the next screen:

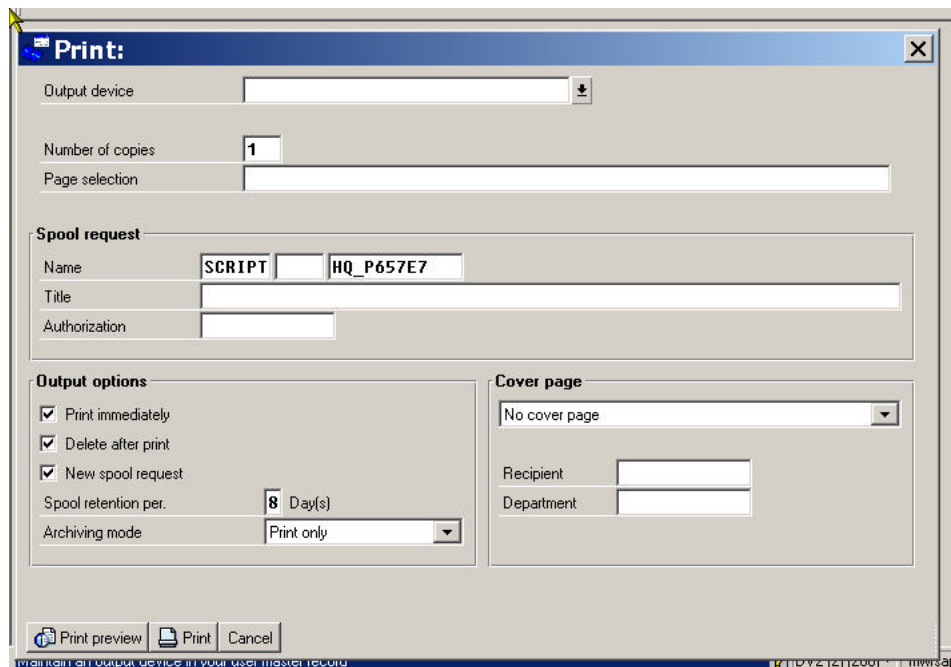
HR: Personnel Action Report


Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Date or dates to be reported on	R	Check “today” for today’s date OR check today and enter a range of dates
Personnel number	Personnel number identifier	O	Enter number or range of numbers. Use the dropdown arrow if number is not known
Remarks	Remarks, NAF manager’s name	O	Enter any remarks to be printed on the PAR, enter the name of the NAF manager to be printed on the PAR

Select  to generate report.

Print:



Click the dropdown arrow to select a printer, then select  Print preview.

Personnel Action Report

PERSONNEL ACTION REPORT

Person Number(SAP)	Eff. Date of Action	Type of Action	NAF Id Number
0000624	02/01/2001	Adjustment in Pay	10357

Name	Soc. Sec. Number
ANDERSON ANDREW	081-12-5555

Activity Name & Address	Department	RAN/CAS Activity A/C Code
NPC (MWR DIV)	Coffee House	31
NSA MID-SOUTH		

Note: Email this PAR before printing!

- Click on envelope icon (under the green arrow)
- Click attachment document content
- Select recipient using drop down arrow
- Select internal user and green check
- Fill in last name, first name
- Click send

Select green arrow  for portrait Print Preview.

PAR (portrait view)

Print Preview for HCS7 Page 00001 of 00001

Text Edit Goto System Help

PERSONNEL ACTION REPORT

PERSONNEL NUMBER (DATA)	1 EFFECTIVE DATE OF ACTION	TYPE OF ACTION	PAR ID NUMBER
00000824	02/01/2001	Adjustment in Pay	10201
NAME		SOCIAL SECURITY NUMBER	
ANDERSON ANDREW		001-12-5555	
ACTIVITY NAME & ADDRESS		CRIME TYPE	KAMEAS ACTIVITY ACCOUNT CODE
NFC (MWR DIV) NSA MD- SOUTH		Cellex House	01
DATE OF BIRTH	SEX	CITIZENSHIP	
06/25/1958	MALE	US CROWN	
EDUCATION US ARMY (GOLF)	COLLEGE DEGREE	MAJOR FIELD OF STUDY	
ND			
EMPLOYMENT CATEGORY	OFF DUTY INDICATOR	AVS PARY DEPARTMENT	SPONSORSHIP

Now select the  icon to print the Personnel Action Report you selected. Select  to go back to original screen. Select  again to go back to SAP Easy Access screen.